

Public Safety Group
Police Series

POLICE SERGEANT
02/83

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs supervisory police work involving administrative or operational duties; and performs related work as required.

EXAMPLES OF DUTIES:

Supervises the field operation of the uniform division; initiates appropriate police action to deal with complaints; books and searches prisoners brought to the station; investigates and supervises investigation of crimes; acts as a detective division desk sergeant; assists with the training of police personnel; interprets departmental policies, rules and regulations to employees; advises and assists subordinate personnel in law enforcement; periodically patrols assigned areas to inspect the work of patrol officers; prepares proper records of events that occur during shifts; acts for superior officers as required; supervises the work of the identification bureau on shifts.

MINIMUM QUALIFICATIONS:

Training and Experience: Four years of experience as a commissioned police officer with the El Paso Police Department in any rank below sergeant.

Knowledge, Abilities and Skills: Considerable knowledge of policies, rules and regulations of Police Department; considerable knowledge of City's geography; good knowledge of laws, City ordinances and arrest procedures; good knowledge of the rights of prisoners; good knowledge of rules of evidence.

Ability to work with and for the general public; ability to exercise good judgment in evaluating situations and making decisions; ability to keep accurate records and make reports; ability to assign, supervise and inspect the work of subordinates.

Skill in the application of modern methods, practices and procedures of police work and in the care and use of pertinent facilities and equipment; skill in the use of firearms; skill in the operation of a motor vehicle.

Director of Personnel

Department Head